



Date

Refer to: 214-RNN:wfj

Vendor

**Subject: JPL CREI CONTRACT NO.
Prime Contract NAS 7-03001
Billing Instructions**

Contracts awarded by the California Institute of Technology/Jet Propulsion Laboratory (CIT/JPL) to educational institutions are generally cost reimbursable and subject to an audit of costs; grants are not issued by CIT/JPL. We have requested or will request an assist audit through your cognizant audit agency of costs billed to CIT/JPL under the subject contract. In most cases your audit agency will be either the Defense Contract Audit Agency (DCAA) or the Office of Naval Research (ONR). It is our understanding that your basic accounting records are kept at the above address. If that is not the case, please advise us so that we may enlist the services of the proper audit office.

We request that your billings be prepared on COMMERCIAL invoices in accordance with current government procurement procedures and that you submit the original and three complete copies of your COMMERCIAL invoices to the Jet Propulsion Laboratory, Subcontract Payment, Mail Stop 601-208. We will place the invoices in line for provisional payment subject to later audit. Upon receipt of the invoice which you designate to be your "Final Invoice," together with your Cumulative Claim and Reconciliation, we will forward a copy to your cognizant auditor and request a final audit.

As assurance that your invoices have been reviewed by a responsible official within your organization, we would appreciate your certifying each invoice as follows:

"I hereby certify that the above bill is correct and just, that payment therefor has not been received, and that the bill is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government."

Authorized Signature

All invoices submitted by you under this contract should be **COMMERCIAL** type invoices. Billings prepared on a Public Voucher SF # 1034 form are not acceptable for payment purposes. The invoices should be numbered in a separate series for proper reference and must contain the following information:

- a) Date of Invoice
- b) JPL Subcontract Number
- c) Billing Period (For Current Charges)
- d) Total Subcontract Value (also known as Total Estimated Cost)

Your billings (or backup detail to billings) should reflect elements of cost as separate line items.

- a) Salaries and Wages (or Direct Labor)
- b) Fringe Benefits (or Employee Benefits)
- c) Materials and Supplies
- d) Travel – domestic
- e) Travel – foreign
- f) Other Direct Costs
- g) Equipment
- h) Subcontracts
- i) Consultants
- j) Outside Services
- k) Indirect Costs: Rate % of Base

Charges for special items of cost, such as special tooling, relocation, subcontract costs, overhead adjustments (for current or prior periods), settlement expenses, etc., should also be listed as separate line items. A suggested format for a typical invoice (or backup to a summary invoice) is attached as Exhibit. Computer print-outs submitted in support of invoices and containing all essential data are acceptable. An example of a typical **COMMERCIAL** cost billing for an education institution is attached as Exhibit I.

Costs billed in accordance with contract terms will be provisionally paid, subject to audit. Payments will be limited to the amount of funding currently allotted to the contract.

Each invoice shall include current and cumulative amounts billed by major cost elements, Subcontract reserves, and adjusted amounts claimed as of the date of billings.

A copy of the approved indirect billing rates applicable to this Subcontract from the Subcontractor's cognizant government auditor must be submitted with the first invoice and whenever there is a rate change. If no cognizant government auditor is assigned, submit the proposed rates to the JPL negotiator and JPL Subcontractor Audit & Compliance Group, Mail Stop 601-207. When the Subcontractor adjusts the billing rates to reflect actual year-end allowable costs, the adjusted rates shall be submitted on a separate invoice. The

**Jet Propulsion Laboratory
California Institute of Technology**

Subcontractor must provide notice of the updated billing rate to the JPL Supplier Payment Group. Upon submission, the invoice will be reviewed for adequacy. Any invoice found not to be in compliance with this request will be deemed inadequate and will be returned for correction and resubmission. In accordance with paragraph (a)(2) of the ALLOWABLE COST AND PAYMENT General Provision, JPL may request additional documentation to support claimed costs. If any questions arise with respect to your billings, please do not hesitate to contact the assigned Subcontract Payment Analyst.

Questions regarding government-owned tooling, equipment, and material in your possession should be referred to the Supervisor of the Jet Propulsion Laboratory Property Group.

These instructions are intended as an aid rather than as a restriction to a specific billing form. Any format containing the essential information is acceptable. If questions arise with respect to your billing, please do not hesitate to refer them to our office for assistance or clarification.

Supplier Payment Services Supervisor

Attachment